

## REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

[Reference: Joint Travel Regulations]

Travel Authorized as Indicated in Items 2 through 21.

TRN-TD322039

1. DATE OF  
REQUEST

830330

## REQUEST FOR OFFICIAL TRAVEL

2. NAME [Last, First, Middle Initial]

FISHER RUSSELL G

3. GRADE AND SOCIAL SECURITY NO.

PL 86-36/50 USC 3605

GS13

4. OFFICIAL STATION

DOD WASHINGTON D.C

5. ORGANIZATIONAL ELEMENT

T

6. PHONE NO.

688-7553/S2268

7. TYPE OF ORDERS

TDY

8. SECURITY CLEARANCE

N/A

9. PURPOSE OF TDY:

OTHER TRAVEL

10a. APPROX. NO. OF DAYS OF  
TDY [Including travel time]

4

10b. PROCEED O/A [Date]

830404

10c. CLAIM FOR REIMBURSEMENT FOR TRAVEL IN ACCORDANCE WITH THIS  
ORDER MUST BE RECEIVED IN F&AO THROUGH APPROVING OFFICIALS  
BY 830428 TO AVOID DEDUCTION FROM PAY FOR ANY  
OUTSTANDING ADVANCE.

11. ITINERARY

☐ VARIATION AUTHORIZEDFROM: BALT MD. OR WASH DC.  
TO: 1. LEXINGTON, VA

RETURN TO: BALT MD. OR WASH DC.

## 12. MODE OF TRANSPORTATION

## COMMERCIAL

RAIL

AIR

BUS

## GOVERNMENT

AIR

VEHICLE

SHIP

## PRIVATELY OWNED CONVEYANCE [Check one]

RATE PER MILE:

☐ MORE ADVANTAGEOUS TO GOVERNMENT☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION  
OFFICER [Overseas Travel only]☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE  
COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS  
DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.13. ☒ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.☐ OTHER RATE OF PER DIEM [Specify]

TRIP REPORT REQUIRED IN ACCORDANCE WITH PMM 710-3

BY 830428

## 14. ESTIMATED COST

PER DIEM

TRAVEL

BAGGAGE

OTHER

CAR

TOTAL

\$ 200.00

\$ 0.00

\$ 0.00

\$ 10.00

\$ 140.00

\$ 350.00

15. ADVANCE  
AUTHORIZED

\$ 300.00

16. REMARKS [See reverse side]

1A 2A 3AB 5A 6E

6E GROUND

PL 86-36/50 USC 3605

(EMERGENCY/NSOC 688-7425)

17. REQUESTING OFFICIAL [Title and signature]

18. APPROVING OFFICIAL [Title and signature]

6888196 S-2412

## AUTHORIZATION

19. ACCOUNTING CITATION

SUBJ TO CONGRESS APPROVING FUNDS

9730100.45 3711 P0999-210 S18119 1C100 T5 52 0000 137011.00

20. ORDER AUTHORIZING OFFICIAL

21. DATE ISSUED

830330

22. TRAVEL ORDER NUMBER

TD303598

DD FORM 1610  
1 JUN 67

## STANDARD REMARKS

## 1. TRANSPORTATION

- a. Hire of special conveyance for onward/local travel is authorized to conduct official business.
- b. GSA contract vehicle is most economical transportation available *(for official use only)*.
- c. Use of POV at TDY point is authorized.
- d. Category Z is directed.
- e. Priority II for military aircraft is authorized.
- f. Metroliner and/or Metrocoach is authorized.
- g. Authorized to pick-up/discharge passengers *(See 6B)*.
- h. Individual will be passenger in POV *(See 6b)*.
- i. Intra-state and/or in-country travel is authorized.
- j. Air Fare is limited to the most economical accommodations to satisfy mission requirements.

## 2. BAGGAGE

- a. Weapons will not be transported.
- b. Authorized to carry Government equipment.

## 3. QUARTERS AND/OR MESSING

- a. Government Quarters, where available, will be utilized during this TDY.
- b. Certificate of non-availability of Government Quarters is required.
- c. Certificate of non-availability of Government Messing is required.
- d. Room and Board are included in the fee, which will be paid by DoD when billed. *(Reduced Per Diem authorized)*.
- e. Use of Government Quarters will adversely affect the mission.
- f. Use of Government Messing will adversely affect the mission.

## 4. TRAINING/CONFERENCES

- a. Evaluation of External Training *(E5824)* is required.

## 5. MISCELLANEOUS

- a. Receipts are required for all items in excess of \$15.00.
- b. Recommend Commissary, Exchange and Theater privileges be authorized, consistent with applicable overseas area directives.
- c. Wearing of civilian clothes while in travel status is authorized.
- d. Travel meets the criteria of Secretary of Defense memorandum of 18 January 1982, Travel by Government Officials, Including Foreign Travel.

## 6. REMARKS REQUIRING ADDITIONAL INFORMATION - AS SHOWN IN PARENS

- a. Foreign Flag directed between points shown. *(cities and/or countries)*.
- b. Rendezvous point is as shown. *(address)*
- c. Excess baggage authorized on departure/return for pieces or pounds, as shown. *(number/weight)*
- d. Registration/Conference fee authorized. Receipts required. *(amount)*
- e. Courier appointment approved. *(commercial/military aircraft or POV)*
- f. Annual leave authorized as shown. *(number of days)*
- g. Overtime not authorized unless shown. If approved, indicate the organization and title of approving official.
- h. Appointed Imprest Fund Cashier to Special Disbursing Agent to satisfy unforeseen operational requirements. Authorized to hold cash at own risk in the amount shown. *(amount)*
- i. Free flow remarks.
- j. Customer Identification Code *(CIC)* as shown.
- k. High Cost Area(s) - Requires that each meal and all expenses be itemized daily. *(Enter number(s) of high cost area(s) as listed in the Itinerary - Blk 11)*